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Modified Effective: September 22, 2024

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
RISK MANAGEMENT MANAGER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional management and/or supervisory positions responsible for the risk management program at a major complex agency such as the Department of Transportation, Department of Corrections, and Department of Health Services, Department of Natural Resources, or positions within the Department of Administration (DOA), Bureau of Risk Management, which function as a statewide resource and consult with management within DOA and all agencies on critical risk management issues associated with their programs. This classification specification is not intended to identify every duty which, may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification perform management work within (1) the Department of Administration, Bureau of State Risk Management (BSRM); (2) the major, complex agencies such as the Departments of Transportation (DOT), Corrections (DOC), Health Services (DHS) or Natural Resources (DNR) Positions allocated to this classification are responsible for planning, developing, promoting, coordinating, monitoring and evaluating loss control, self-funded liability, property, and hazardous materials programs; and administering the risk management, loss control, safety and hazardous materials programs. All positions ensure the basic objectives of risk (i.e., the preservation of all employer assets and the minimization of loss at the least possible cost).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Risk Management positions, which do not meet the statutory definition of management as defined in s 111.81(13), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which, for a majority of the time (i.e., more than 50%), implement rather than manage the state's self-funded Worker's Compensation Program in the Department of Administration, Bureau of State Risk Management (BSRM); or in a major agency which function under a formalized delegated agreement from BSRM and are more appropriately classified as Worker's Compensation Examiner.
3. Positions which, for a majority of time (i.e., more than 50%), perform highly specialized work impacting on risk management programs for which specialized "technical" education or certification is required and are more appropriately classified as Environmental Civil Engineer, Environmental Specialist, Environmental Health Specialist, Health Physicist, Hydrogeologist, Nursing Specialist or Waste Management Specialist or, if supervisory, Environmental Health Supervisor.
4. Positions which, for a majority of time (i.e., more than 50%), manage risk management program activities and are more appropriately classified as Risk Management Officer.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Classification

Employees enter this classification by competition.

E. Definition of Terms

Major Complex Agency: An agency with 2,500 or more FTE permanent positions and a complex organizational and occupational structure with an associated unique or high risk environment. The majority of employees are stationed outside of the central office in Districts, Basins, Regions or Institutions with many or most employees covered under the hazardous employment protections of the state statutes.

II. DEFINITIONS

RISK MANAGEMENT MANAGER

Positions allocated to this classification perform program management functions related to risk management and safety at DOA/BSRM, or a major complex state agency.

Positions at DOA perform program management functions for a major statewide risk management function in BSRM such as Property and Liability, Safety and Loss Control, Environmental Impairment Liability, Compliance, or the worker's compensation claims activities which include claims management and claims litigation activities. These positions function as a statewide resource and consultant on critical risk management issues.

Positions at major complex agencies are responsible for managing the risk management functions for the entire agency and for overall responsibility for a complex operation which is geographically diverse with unique or high risk exposures; managing the majority of risk management functions including property, liability, environmental, worker's compensation, and safety. Unique or high risk exposures include having a very large and diverse property program such as found at major complex agencies, for example, DOT with highway facilities damage claims or environmental remediation programs associated with highway construction, or DOC with 20+ major institutions and 16 correctional centers which has the majority of 9,000+ plus employees covered under the hazardous employment provisions of state law. These positions function at a very high level of independence and interact with management throughout the agency.

Representative Positions:

Risk Manager, Department of Transportation - This position is responsible for programs dealing with the evaluation and analysis of DOT risk exposures including the development and implementation of loss control responses to minimize those exposures and the resulting claims, and the review of contracts and consultation with senior management relative to risk management issues. The programs include the Owner Controlled Insurance Program (OCIP), Worker's Compensation claims, Hazardous Duty claims, Environmental Liability claims, State Claims Board claims and Professional Liability claims against employees of the Department. The position is also responsible for r highway facilities damage claims and fleet damage claims program; and consultation with Divisions on other sites and issues. This position may also oversee the fleet program for the department.

Director, Office of Facilities, Safety and Risk Management, Department of Health Services (DHS) - Under the direction of the Deputy Administrator of the Bureau of Enterprise Services, this position is responsible for managing and administering DHS's safety and risk management program for the majority of the time, with additional general oversight of continuity of operations, and building services. Responsibilities include managing a comprehensive loss control, safety and risk management program in accordance with applicable state and federal law (e.g., Wisconsin State Statutes and Administrative Rules, 29 CFR 1910 (OSHA), and 40 CFR (EPA); managing and supervising subordinate supervisors and staff in these programs; and consulting with Department staff and managers on safety and risk management issues. The position is also responsible for developing and implementing policies, procedures, and business operations for the following: prevention of injuries to employees and clients; workers compensation and hazardous employment (i.e., §230.36, Wis. Stats.); incident and accident investigation; identification and control of health and safety hazards in the workplace; and property and liability loss control measures.

DOA/BSRM, Environmental Compliance Manager - This position plans, develops, implements, promotes, monitors, and evaluates hazardous materials management programs statewide. The position determines needs and requirements pursuant to administrative rules or statutory requirements and develops and implements responsive policies and procedures; determines needs and requirements of meeting the basic objectives of Risk Management which are the preservation of all state assets and minimizing losses to all State agencies at the least possible cost; investigates all Potentially Responsible Party notices and works with the Department of Justice to develop the best defense strategy for the State; and is responsible for programs which will work to minimize the risks of spills or environmental damage from hazardous materials and which will reduce claims made against the State.

DOA/BSRM, Property and Liability Program Manager - This position provides management and direction for the State's Self-funded liability and property programs as defined in sections 16.865 and 20.865 (1), (f) and (fm) of the statutes. This includes establishing policies and guidelines for all state agencies to ensure that the basic objective of Risk Management, the preservation of all State assets and minimizing losses to all state agencies at the least possible cost to the state is met. Programs under the purview of this position include managing the State's major liability claims, coordinating for legal representation of litigated claims, management of the State's major property claims, providing assistance in planning and directing the State's loss prevention and control surveys, assisting in negotiating for the purchase of excess commercial insurance, developing and preparing "Request for Proposals," developing premiums to be charged all State agencies for the self-funded liability and property programs; and assisting in the development of premiums for the Worker's Compensation Program.

DOA/BSRM, Loss Control/Safety Program Manager - This position plans, develops, implements, promotes, coordinates, monitors, and evaluates a statewide loss control and safety program for all state agencies. Responsibilities include working with private consultants, agency management and staff throughout State government including the University of Wisconsin System and with staff within the

Bureau of State Risk Management to develop and implement programs which will reduce losses to state owned properties and eliminate accidental injuries to third parties.

III. QUALIFICATIONS

The qualifications required for these positions would be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000, and announced in Bulletin CLR/SC-109 as a result of broad banding non-representative positions and to describe positions having responsibility for an overall risk management program a majority of the time. The positions allocated to this classification series were formerly classified as Risk Management Officer 2 & 3. The Risk Management Officer 1-3 series was abolished effective March 12, 2000, and announced in Bulletin CLR/SC-109. The classification series was modified effective December 2, 2001, and announced in Bulletin CLR/SC-135 to clarify the definition of the class.

This classification specification was modified effective December 14, 2014, and announced in Bulletin OSER-0384-CC/SC to include UW-Milwaukee as a major university setting, to clarify that these positions must meet management, and to update some of the representative positions.

This classification specification was modified effective September 22, 2024 and announced in Bulletin DPM-0632-CC/SC to remove outdated references to the UW System campuses and UW Madison, update existing representative positions (and remove outdated ones), make minor related adjustments to the inclusions and inclusions and to clarify the DNR could use the classification (because, at the time of publication, they met the definition of a 'major complex agency'). The term "substantial delegation of functions" from section I.E. because it was outdated, did not apply to current processes or procedures, and was not used in the classification.

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